



Field Representative II

Details

Job ID : 331

Title : Field Representative II

Job Code : 938

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Court Services - Clerk Services

Purpose

Responsible for providing services to the Circuit Court Clerks in general, and monitoring compliance with the policies and procedures specified in the Clerks' manual.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 1 Year of Related Experience

Job Required Knowledge

- 3 years of related experience must be as a Field Representative I
- 4 year degree must be in business, public administration, criminal justice or related field
- Experience in a Circuit Clerk's office will substitute 1:1 for the education requirement

Job Skills/Abilities

- POSSESS A THOROUGH UNDERSTANDING OF THE CURRENT CASE MANAGEMENT SYSTEM
- GOOD WRITTEN AND ORAL COMMUNICATION
- ABILITY TO TRAVEL STATEWIDE
- POSSESS A VALID DRIVER'S LICENSE
- ABILITY TO USE A COMPUTER

Job Duties

- ASSIST WITH COMPILATION OF MANUALS
- PERFORM ALL DUTIES OF FIELD REPRESENTATIVE I
- ASSIST WITH THE TRAINING OF DEPUTY CLERKS
- REVIEW AND MAKE RECOMMENDATIONS RE LEGISLATION IMPACTING CASE MANAGEMENT PROCEDURES
- OTHER DUTIES AS ASSIGNED